




## **POLICY FLASH 2012-66**

**DATE:** September 19, 2012

**TO:** Procurement Directors

  
**FROM:** Director  
Contract and Financial Assistance Policy Division  
Office of Policy  
Office of Acquisition and Project Management

**SUBJECT:** New Procedures for Submitting Clause or Template Changes

**SUMMARY:** Attached are the new procedures for submitting requests for clause or template changes to the official versions of the clauses and templates contained in STRIPES; including additions or changes to local clauses and templates.

Only Site Points of Contact (SPOCs) or Contract and Financial Assistance Policy Division (CFAPD) staff, of the Office of Acquisition and Project Management's Office of Policy, can initiate requests for additions or changes to the agency-wide/corporate or local clauses or templates in STRIPES.

All clause and template requests (agency-wide/corporate and local) must be approved by CFAPD before they can be changed or added in STRIPES. SPOCs must ensure all requests for changes to local clauses are reviewed and approved at the site level before being submitted to CFAPD for final approval and inclusion in STRIPES.

Multiple versions of clauses can exist as needed, however having a set of clauses and templates that are applicable to all users will help streamline the procurement review and business clearance process.

The following new procedures will be piloted for 60 days starting October 1, 2012. Policy and procedures will be finalized after review and analysis of the pilot is complete and lessons learned are applied.

This Flash will be available online at the following website:  
<http://energy.gov/management/office-management/operational-management/procurement-and-acquisition/policy-flashes>.

Questions concerning this policy flash should be directed to Kevin Smith at (202) 287- 1614 or [kevin.m.smith@hq.doe.gov](mailto:kevin.m.smith@hq.doe.gov) (for Acquisition) or Ellen Colligan at (202) 287-1776 or [ellen.colligan@hq.doe.gov](mailto:ellen.colligan@hq.doe.gov) (for Financial Assistance) of the Contracts and Financial Assistance Policy Division, Office of Policy, Office of Acquisition and Project Management.

Attachment